

JOB DESCRIPTION

DEPARTMENT: Wastewater
POSITION TITLE: **Wastewater Treatment Facility Operator**
REPORTS TO: Operations Supervisor
CATEGORY: Full Time/Nonexempt/Hourly

Definition:

Under the direct supervision of the Operations Supervisor or other assigned supervisor, the Facility Operator is responsible for the daily operation and preventative maintenance of the Wastewater Treatment Facility and solids handling process and equipment. He/She also performs process control functions, preventative maintenance, and cleaning and minor or routine corrective maintenance tasks. On evening, night, and holiday shifts, the Wastewater Treatment Facility Operator is responsible of facility operations, facility security, receiving and coordination of public complaints and use of the call-out system. He/She is aware of and follows emergency and safety policies and procedures. Incumbent coordinates and cooperates with the public and other Utility and City departments. Position is subject to overtime, shift work and call back procedures.

ESSENTIAL FUNCTIONS AND DUTIES

1. Operates and maintains the wastewater treatment facility and solids handling processes and equipment, including: preliminary equipment, pumps, aeration blowers, clarifiers, chemical feeders, boilers/heat exchangers, digestion equipment and dewatering equipment.
2. Performs process control tests. Samples wastewater and sludge streams for laboratory analysis. Monitors charts, graphs, totalizers, indicators and records, analyzers, and reports data collected. Logs daily activity and significant events in facility log book.
3. Troubleshoots process and equipment problems. Records and communicates significant process and equipment problems to assure corrective action.
4. Performs preventative and light corrective maintenance duties such as cleaning, painting, grounds maintenance and snow removal.
5. Responsible to observe and report on facility security and safety, equipment condition and facility cleanliness and correct problems, if possible.
6. Cooperates and coordinates with supervisory, maintenance and laboratory personnel on a daily basis.
7. Participates in general City, safety, and wastewater industry training.
8. Performs other related duties as required, including cooperative joint efforts with other departments.

NONESSENTIAL FUNCTIONS AND DUTIES

MINIMUM QUALIFICATIONS

1. Graduation from an accredited High School or equivalent.
2. One year experience in the operation and maintenance of a mechanical wastewater treatment facility.
3. Knowledge of wastewater treatment technology, including equipment, processes, theory and problem identification and solution.
4. Must have a valid Indiana Drivers' License.

5. Ability to understand O&M manuals, Safety and Personnel policies and procedures, and written instructions.
6. Ability to interpret O&M facility diagrams and flow sheets.
7. Must have a valid Class I Indiana Department of Environmental Management Municipal Wastewater Treatment Plant Operation Certificate or the ability to obtain one with one year.
8. The ability to establish and maintain effective working relationships with fellow employees, supervisors, other departments, contractors, consultants and the public.
9. The ability to use courtesy, tact, diplomacy, and persuasiveness when coordinating with and training others.
10. Thorough knowledge of Wastewater Treatment Facility Operation and maintenance procedures.

DESIRED QUALIFICATIONS

1. Post secondary training in wastewater technology.

WORKING ENVIRONMENT

1. Incumbent works in a variety of work environments. He/She has to climb, stoop, bend, crawl, walk, reach, and enter into confined spaces. He/She must be have sufficient strength and agility to perform regular lifting moving of materials to reach overhead, bend down, walk, climb or crawl to access and maintain equipment.
2. Actions and decisions are controlled through the application of laws, rules, regulations, and guidelines such as set by the Indiana Department of Environmental Management, Indiana State Board of Health, Municipal, and County codes and Labor Laws.
3. Incumbent is in charge of the facility operations and security on evening, night, and holiday shifts. He/She must be aware of the emergency and safety policies and procedures. Incumbent is subject to overtime, shift work and call back procedures.
4. Incumbent is subject to chemical, biological, and physical hazards and must wear personal protective gear to prevent exposure.
5. Uniform is provided

ESTIMATE OF TIME BREAKDOWN BY JOB FUNCTION

Time spent on each function varies according to duties assigned by supervisor.

The above declarations are not intended to be an "all inclusive" list of duties and responsibilities of the job described. Rather, they are intended only to describe the general nature of the job.